

Payroll Coordinator
Position Description

Department: Finance	Reports to: Director of Finance		
Type: Part Time	FLSA: Non-exempt	Date: June 7 th 2021	Rev. Date:

BACKGROUND INFORMATION

Member of the Finance and Human Resources departments that will ensure accurate processing and recording of organization's payroll, provide timely and accurate financial information, and participate in daily data entry and bi-weekly payroll processing. In this part-time position you will work with the Finance and Human Resources teams to ensure that all employees get their compensation delivered accurately and on time. Your knowledge and experience with payroll taxes and deductions are vital to be successful in this role. It is also essential to have a solid understanding of employee attendance procedures and leave arrangements. You will make payroll adjustments, audits, voids, direct deposits and termination checks. You will also prepare payroll reports that detail wages and labor costs for the organization.

Job Responsibilities

- Maintaining the Paychex database
- Review timesheets and make corrections/request submissions on a bi-weekly basis
- Process employee expense reimbursements via the Paychex system
- Process benefits for museum employees
- Process electronic remittance of employee deductions including, and not limited to, 403(b), QTE, and HSA
- Prepare monthly payroll journal entries
- Ensure that monthly insurance benefit invoices are approved and provided to A/P for payment
- Accrue 401(a) pension amounts monthly as applicable and prepare bi-annual museum contribution including coordinating with HR regarding forfeitures
- Complete data requests from the CT Dept of Labor, review W-2's, prepare Form 1095-C, and prepare portions of the annual 5500 audit
- Provide monthly budget reports to departments
- Contacting references and performing background checks on applicants
- Oversee employee labor laws and regulations to assure compliance
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Perform orientations, onboarding and update records with new hires
- Other HR and Finance functions as required

SKILLS, KNOWLEDGE AND ABILITIES

Job Skills and Qualifications

- Four or more years of experience in a payroll department
- Bachelor's degree in accounting, finance, or similar field
- Strong knowledge of federal and state payroll tax regulations
- Ability to operate accounting and payroll software programs, Paychex experience preferred
- Attention to detail
- Ability to multi-task
- Knowledge of human resources processes and best practices
- In-depth understanding of sourcing tools, like resume databases and online communities
- Familiarity with social media recruiting
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Good organizational and time management skills

WORKING CONDITIONS

The work environment characteristics described here are representative of those a Payroll Coordinator encounters while performing the essential functions of the role:

Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors in lobbies, art display galleries, public and as well as non-public offices and storage areas. Our Covid-19 related protocols mandate the wearing of masks by staff and visitors in all public areas and group settings.

Employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term "qualified individual with a disability" means an individual who with or without reasonable accommodation can perform the essential functions of the position.

DISCLAIMER:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY

Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: Staffing.Finance@TheWadsworth.org